

	POLICE RESERVE DIVISION	Operations Order 6.4.00
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1. OVERVIEW

- A. The Reserve Division is comprised of Arizona Peace Officers Standards and Training (AzPOST) certified peace officers who are temporary part-time employees, who volunteer to support the Department in the capacity of a police officer and are not paid employees.
- B. The mission of the Reserve Division is to assist the Department towards achieving Policing Plan goals and provide additional certified peace officers to ensure the safety and security for each person within our community.
- C. The Reserve Division chain-of-command is comprised of the following ranks:
 - Assistant Chief
 - Commander
 - Lieutenant
 - Sergeant
 - Officer
- D. General Job Duties - Reserve officers are trained to perform the same duties as full-time police officers and will comply with the same Department rules, regulations, and policies as outlined in the Operations Orders and bureau manuals, in addition to City rules and regulations.
- E. Recruitment
 - (1) The Employment Services Bureau (ESB) and the Reserve Division will be jointly responsible for the recruitment of reserve officer applicants.
 - (2) ESB and the Reserve Division will be jointly responsible for the processing of all reserve officer applicants.
- F. The Police Chief may change or eliminate the Reserve Division at any time.

2. RESERVE OFFICER STATUS

- A. Classifications - There shall be limited classifications of reserve officers, based on specific levels of experience and training, as follows:

(1) Reserve Recruit (REC)	A REC is an applicant who has been accepted to an AzPOST certified training institution and has not completed graduation requirements for AzPOST limited authority peace officer status.
(2) Limited Authority Police Reserve (LAPR)	- An LAPR is a reserve officer who has successfully completed all AzPOST requirements for limited authority peace officer status per Arizona Administration Code R13-4. - The following limitations will occur for the LAPR: * The LAPR will be in the presence and under the supervision of a full-authority peace officer while working in a patrol function or while conducting any investigation of the laws of the State and/or City. * An LAPR may direct traffic, assist with crowd control, or take action to maintain public order in the event of a riot or disaster without supervision of a full-authority peace officer.
(3) Reserve Officer in Training (ROIT)	A ROIT is a reserve officer who has been certified by AzPOST as a full-authority peace officer but has not completed all of the mandatory Department training, such as Post Academy and the Field Training (FTO) program.
(4) Full-Authority Police Reserve (FAPR)	An FAPR is a reserve officer who has been certified by AzPOST as a full-authority peace officer, has completed Post Academy and the FTO program, and maintains the minimum requirements for a reserve officer as outlined in this order.

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2. B. Current full-time Phoenix police officers, in good standing, are eligible to transition to the Reserve Division, without a break in service with the Department, under the following conditions:
 - (1) The employee must submit a memorandum, through their chain of command, to the Reserve Division expressing their interest to transition to the Reserve Division at least 30 days prior to separation date.
 - (2) The Police Chief or designee and Reserve Division assistant chief will have the final approval of all employees transferring to the Reserve Division.
 - Prior service as a full-time officer will be strongly considered, but does not guarantee a position within the Reserve Division.
 - The division file of the employee will be reviewed by the Reserve Division assistant chief or designee.
- C. Current, retired, and former full-time officers who have completed the FTO program will be initially classified as an FAPR.
- D. Reserve Division Officer Classification Status - Reduction in a reserve officer's classification may occur for the following reasons:
 - Transfer to a different precinct or detail
 - Failure to meet minimum Department/division requirements
 - For the good of the Department
 - Action taken by AzPOST board
 - Upon request by the reserve officer, for good cause, and with written approval of the Police Chief or Reserve assistant chief

3. **RESERVE OFFICER JOB REQUIREMENTS**

A. Training

- (1) All reserve officers will be required to graduate from an AzPOST certified training institution and receive full AzPOST certification prior to squad assignment.
- (2) Any AzPOST board certified full-authority peace officer joining the Reserve Division program must complete the Department's Post Academy and FTO program.

B. Probationary Period - Upon assignment to a higher classification, all reserve officers will be placed on probationary status for 500 hours commencing with the first day of their new assignment within that class.

C. Minimum Requirements - Reserve officers, regardless of rank, will satisfy the following minimum requirements:

- (1) As outlined in the Operations Orders and the Reserve Division Manual.
- (2) Complete and submit a copy of their monthly reserve timesheet to their immediate reserve supervisor and the Reserve Division no later than the fifth calendar day of the following month.
 - False submission of hours may result in disciplinary action to include termination.
- (3) Perform job duties and other Reserve Division requirements as required by their assigned squad/detail supervisor and their reserve supervisor.

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3. C. (4) Attend all mandatory Department and AzPOST in-service training and maintain records of all completed training.
 - Failure to complete mandatory training and other Reserve Division requirements may result in disciplinary action to include suspension of off-duty work privileges.
 - (5) Notify their assigned squad/detail supervisor, reserve supervisor, and the Reserve Division of any changes in status, contact information, absence, availability, and other relevant matters.
 - (6) FAPRs will ensure proper and timely paperwork is submitted for off-duty work to the Reserve Division and the Off-Duty Work coordinator.
 - (7) Ensure the Court Services Detail has the reserve officer's current work assignment and court scheduling information.
 - When a reserve officer is unavailable to attend court, a [Court Continuance Request Form 80-87D](#) must be submitted in accordance with [Operations Order 4.7.01, Court Appearances](#).
 - Reserve officers may contact the Court Services Detail directly to coordinate scheduling of court to minimize work conflicts.
 - (8) All reserve officers, regardless of rank, must serve a minimum of 60 hours per calendar quarter.
 - An hour is defined as: the time in which a career officer would be paid for on duty or in support of the Reserve Division.
 - Any changes in work status, location, or responsibilities require prior approval of the Reserve Division assistant chief and the Reserve Bureau commander.
- D. Quarterly Hours Requirement Waiver/Leaves of Absence - The Police Chief or designee will be kept informed of all waivers and leaves of absence.
- (1) Upon the submission of a written memorandum to the Reserve Division via the reserve officer's chain of command, the reserve officer may, for good cause, request the Police Chief or designee grant the reserve officer a waiver for one quarter during each 12-month period of time to excuse the completion of the minimum required hours for that quarter.
 - (2) In most cases, waivers shall not be granted for two consecutive quarters; however the Police Chief or designee may, in unusual and exceptional circumstances, grant waivers for more than one quarter per 12-month period.
 - (3) Leave of Absence - Upon the submission of a written memorandum by a reserve officer, through their chain of command and for good cause, the Police Chief or designee may grant a reserve officer a leave of absence for up to one year; however, the reserve officer must successfully complete all AzPOST and Department required training before returning to duty.
 - (4) If a reserve officer receives a waiver to excuse the completion of the minimum required hours, he/she will not be allowed to work in an off-duty capacity during the following calendar quarter, or work off-duty during leaves of absence.
- E. Uniforms - Reserve officers will wear the regulation uniform required by their assignment as described in the Uniform Policies.

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4. **RESERVE DIVISION OFFICER ASSIGNMENTS**

- A. Reserve officers will be assigned to a specific patrol squad or bureau detail at the discretion of the Reserve assistant chief after consultation with the reserve officer and approval of the receiving bureau/precinct commander/administrator.
- B. Efforts will be made to assign reserve officers to a squad/detail with convenient duty hours and non-work days (N-days) where the reserve officer will work the majority of his/her time.
- C. Transfer Requests
 - (1) All transfer requests will be made in writing on the [Transfer Request Form 80-515D](#) and submitted through the reserve chain of command to the Reserve Division with a copy to the reserve officer's assigned squad/detail supervisor.
 - (2) The transfer request will then be forwarded in accordance with [Operations Order 4.6.00, Transfer Policy](#).
- D. Reserve Officer's Assigned Full-Time Supervisor Responsibilities - Full-time supervisors will:
 - Be responsible for reserve officers assigned to their squad/detail.
 - Ensure each reserve officer assigned to their squad/detail receives all subpoenas and Department mail on a timely basis.
 - Keep notes on the reserve officer and will be responsible for the completion of the reserve officer's annual performance evaluation, including commendations.
- E. Reserve Supervisors Responsibilities - Reserve supervisors are responsible for ensuring reserve officers under their supervision properly perform and comply with the administrative requirements of the Reserve Division.
- F. Reserve Duty Assignments
 - (1) Reserve officers may be assigned to ride with a full-time officer or with other reserve officers, or, if an FAPR, may ride solo.

5. **RESERVE BUREAU RADIO CALL SIGNS**

- A. Patrol-Assigned Reserve Units
 - Patrol units staffed by a single reserve officer will be designated by the "R" alpha designator as a prefix when using radio call signs: for example, "R821."
 - Patrol units staffed by two reserve officers, one of which must be an FAPR, will be designated by the "R" alpha designator as a suffix when using radio call signs: for example, "601R."
 - Reserve sergeants, when occupying a solo unit, will be designated by the "R" alpha designator as a prefix followed by their assigned precinct to their squad designation: for example, "R72."
 - Reserve lieutenants, when occupying a solo unit, will be designated by the "R" alpha designator as a prefix, and the number 14-19, depending upon the precinct assigned: for example, "R14."

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5. B. Non-Patrol Assigned Units - Reserve officers working in non-patrol capacities will use the appropriate alpha prefixes assigned to their respective bureau or division, together with the assigned numbers used for the unit, with the "R" alpha designator at the end of the radio call sign.

EXAMPLE:

C16R	Violent Crimes Bureau (VCB) reserve Night Detective lieutenant
C60R	VCB reserve Night Detective sergeant
C608R	VCB reserve Night Detective

- C. Administrative Assigned Units - Administrative reserve officers not routinely assigned to a patrol precinct.

EXAMPLE:

R4	Reserve commander – Numbers 2-9 depending on assignment
R1	Reserve assistant chief

6. ADMINISTRATION OF THE RESERVE DIVISION

- A. Department/Division Files - Department/division files for all reserve officers will be maintained in the same manner as those for full-time officers.
- B. Reserve Division Files - Will maintain files pertaining to police reserve officers regarding monthly recap statistical reports and reserve promotional processes.
- C. Administrative Functions - As staffing allows, a reserve lieutenant will be assigned to complete the reserve administrative functions within each precinct or bureau where reserve officers work.
- D. Performance Evaluations - Reserve officers **will be** given annual performance evaluations, in January of each year, conducted by the assigned full-time supervisor with recommendations from the immediate reserve supervisor as outlined in the [Reserve Division manual](#) and [Operations Order 4.4.00, Performance Management Guide](#).
- E. Monthly Recap - The maintenance of accurate and complete reserve records for the hours of service completed by each reserve is the responsibility of the Reserve Division.
- F. Reserve Division Assistant Chief
- (1) The Police Chief will appoint a Reserve Division assistant chief to serve as the Reserve Division commander who will oversee and direct Reserve Division operations.
 - (2) The Police Chief or designee reserves the right to remove the Reserve assistant chief at any time.
 - (3) The Reserve Division assistant chief will report to the executive assistant chief.
 - (4) The Reserve Division assistant chief will advise the Police Chief or designee when he/she will be unavailable and that a reserve commander or lieutenant has been designated to assume the duties in his/her absence.

7. RESERVE INCENTIVES

A. Ballistic Vest Allowance

- (1) Ballistic Vest Allowance - Reserve officers will receive a ballistic vest allowance equal to that of full-time officers, see [Operations Order 4.1.03, Body Armor and Gun belts](#), for reimbursement procedures.

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7. A. (2) New reserve officers must achieve the minimum certification from an AzPOST certified training institution as a limited authority peace officer prior to becoming eligible for the ballistic vest purchase program.
- B. Court Overtime
 - (1) Reserve officers are entitled to the same court overtime and standby pay as full-time officers in accordance with the provisions of [Operations Order 4.2.01, Work Hours/Overtime](#).
 - (2) Reserve officers, regardless of rank, will be compensated for court overtime at 1.5 times the hourly pay rate of step five for full-time officers.
- C. Industrial Insurance Coverage - Contact the City Human Resources Department for more information on benefits.
- D. Off-Duty Work
 - (1) FAPRs may work off-duty for compensation with no restrictions on the number of hours worked, provided they:
 - Are in good standing and meet the quarterly requirements as outlined in this order.
 - Follow the provisions listed in [Operations Order 4.8.00, Off-Duty Work](#).
 - (2) Reserve officers will not work off-duty during a leave of absence, any granted waiver period, or a quarter when the minimum on duty hourly work requirements will not be satisfied.
- E. Uniform Allowance
 - (1) At the beginning of each fiscal year, reserve officers, regardless of rank or assignment, will receive the basic patrol uniform allowance based on the current [Phoenix Law Enforcement Association \(PLEA\) Memorandum of Understanding \(MOU\)](#) if they have completed their minimum hourly work requirements for the previous fiscal year.
 - (2) After one month of attendance, reserve recruits attending an AzPOST certified training institution may receive a pro-rated uniform allowance using the same procedure as for Phoenix recruits attending training at the Phoenix Regional Police Academy (PRPA).
 - (3) AzPOST certified full-authority peace officers entering into the Reserve Division may receive a pro-rated uniform allowance using the same procedure as for Phoenix recruits attending training at PRPA.
 - (4) In order to receive the uniform allowance benefit, a memorandum must be forwarded through the Reserve Division chain of command to the Fiscal Management Bureau (FMB), with authorization by the Reserve Division assistant chief.
8. **MISCONDUCT INVESTIGATIONS/DISCIPLINARY ACTION**
 - A. Misconduct Investigations
 - (1) Alleged misconduct either on duty or off-duty, or neglect of duty by a reserve officer, will be investigated by the assigned full-time supervisor as outlined in [Operations Order 2.2.00, Misconduct Investigations](#).
 - Notification of the investigation will be made to the reserve officer's immediate reserve supervisor, who will in turn notify the Reserve Division chain of command.
 - In addition, the Reserve Division assistant chief will in turn notify the executive assistant chief.

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8. A. (2) When the investigation is completed, results of the investigation will be forwarded through normal channels with notification sent to the Reserve Division assistant chief and the executive assistant chief.

B. Investigations Related to Administration of the Reserve Division

- (1) Reserve Division supervisors will be responsible for investigations relating to the Reserve Division standards, to include the following:
- Reserve Division policy
 - Minimum requirements
 - Personnel conflicts
- (2) Investigation results will be forwarded through the chain of command to the designated assistant chief with recommendations.

C. Disciplinary Action

- (1) Reserve officers, regardless of rank, are subject to the same disciplinary action as the other Department employees as outlined in [Operations Order 2.1.00 Discipline Policy and Review Boards](#).
- (2) If the recommended discipline could result in a reduction of working status, demotion, or termination from the Reserve Division, the executive assistant chief will review the misconduct investigation with the Reserve Division assistant chief and a peer, and will make a recommendation to the Police Chief.

- D. The final discipline determination will be made by the Police Chief.

9. **TRANSITION TO FULL-TIME PHOENIX POLICE OFFICER STATUS**

- A. Reserve officers are eligible for consideration to transition to full-time police officer status subject to the requirements and procedures established by the Department and at the discretion of the Police Chief or designee.

- B. In order to be eligible, the reserve officer must:

- Achieve full-authority peace officer status.
- Receive a "met" on his/her last two performance evaluations (if available).
- Complete Post Academy and the FTO program.
- Fulfill 1040 hours of service after completing the FTO program.
- Successfully maintain reserve officer solo-capable status.

NOTE: This does not apply to former full-time Phoenix officers who are not in the retirement system seeking reinstatement.

10. **RESERVE DIVISION END OF SERVICE**

- A. Eligibility - A reserve officer who completes 10 or more years of honorable service and leaves the Reserve Division in good standing is eligible for end of service recognition.

B. Notification of Reserve End of Service

- (1) A memorandum should be directed through the chain of command to the Reserve Division assistant chief at least 30 days prior to the end of service date.
- The memorandum should include the beginning and ending dates of service and the name as the reserve officer would like it to appear on his/her end of service plaque.

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10. B. (2) Reserve officers may retain one of their Department-issued badges (breast, flat, or cap) with no cost to the reserve officer.
- The other issued badges will need to be turned in to Police Supply (see section 10.C of this order for more information) or may be purchased by including them in the memorandum and submitting payment to FMB.
 - * The cost of these badges will be the replacement cost to the City.
- (3) A copy of the memorandum, any badges and service pins the reserve officer wants mounted on the end of service plaque, and, if applicable, a receipt from FMB indicating payment has been made for any purchased badges, must be taken to Police Supply at least 10 working days prior to the presentation of the plaque.
- (a) Up to three badges (or two badges and service pins) may be permanently mounted on the end of service plaque.
- (b) A temporary breast badge may be issued by Police Supply until the reserve officer's tenure has ended.
- (c) If the 10 day time limit is not met, the plaque may not be ready for presentation at the end of service ceremony.
- (4) At the reserve officer's discretion, the end of service plaque may be presented by the Police Chief or at the annual reserve banquet following the reserve officer's end of service.
- All plaques will be inscribed with the words, "Served With Honor".
- (5) To obtain a "Retired" reserve commission card, reserve officers must exchange their regular reserve commission card for an "Honorably Retired" reserve commission card at the Strategic Information Bureau (SIB).
- (6) Upon the death of an active reserve officer in good standing, the nearest surviving family member of the deceased officer will be presented with the reserve officer's breast badge permanently mounted on a plaque.
- (7) Reserve officers ending service in good standing, may qualify for an Arizona carrying concealed weapons (CCW) permit.
- The Arizona Department of Public Safety Concealed Weapons Permit Unit will need to be contacted at 602-256-6280 to request a CCW packet.
- (8) A reserve officer who qualifies for end of service recognition shall receive a Department "Retired" reserve flat badge and case.

C. Department-Issued Equipment

- (1) The Reserve Division assistant chief will ensure all reserve officers who terminate their association or retire from the Department, turn in all City-owned equipment to Police Supply as soon as possible.
- (2) The Reserve Division assistant chief or designee and reserve officer will check the property turned in against the equipment receipt maintained in the reserve officer's division file.
- At the completion of the inventory, both the Reserve Division assistant chief or designee and the reserve officer will sign the equipment receipt.

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10. D. Service Weapon - Reserve officers may purchase their service weapon at the time of end of service in accordance with the procedures outlined for full-time officers in the PLEA MOU.

- The purchase of a service weapon is a one-time benefit.

E. End of Service Longevity Benefit

- This benefit is designed to encourage the recruitment and retention of reserve officers and provides a monetary incentive for volunteering the minimum number of hours required per quarter for 10 years.
 - Reserve officers must meet all requirements set forth in this policy.
 - No funds or credits accrued shall be payable unless the reserve officer retires with a minimum of 10 years of service (cumulative).
 - Each year of service will accrue towards a one-time payment, which may be made at the time of the reserve officer's retirement.
 - The maximum dollar amount will be \$2,500.

Last Organizational Review: